

SECRET

9 December 1981

MEMORANDUM FOR: Director of Data Processing
VIA: Executive Officer
FROM: [REDACTED]
Chief, Management Staff
SUBJECT: Management Staff Weekly Report
for Week Ending 8 December 1981

Draft GSA Procurement Regulations

The General Services Administration (GSA) frequently requests Agency comments on draft procurement regulations. A procedure was worked out with Chief, Procurement Management Staff, OL to produce a consolidated Agency response on proposed Federal Procurement Regulations (FPRs) and Federal Property Management Regulations (FPMRs). ODP will coordinate a technical response using its network of Component ADP Control Officers. Chief, PMS will consolidate the ODP technical response with procurement comments and submit an Agency response to the Interagency Procurement Policy Committee. This will avoid multiple Agency responses on a draft GSA regulation. [REDACTED]

External Procurements

Management Staff reviewed and recommended concurrence on an NPIC request for a sole-source procurement of a Replacement Image Display Station. [REDACTED]

Security Violation

On Wednesday while discussing a possible ODP contractor's security violation that occurred on 9 December 1981, the Security Violation Officer and SO/ODP noticed a sheet of paper fly past the SO/ODP office window on the roof. When it settled it appeared to be (and was) a classified cable. The OS Duty Officer responded to retrieve the paper and to investigate the incident. [REDACTED]

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Excess Equipment

During the past week Management Staff declared the following items excess to Agency needs: a disk drive, transmitter, and cassette from OC--estimated value of \$13,000; and a PDP 11/40 minicomputer and card reader from NPIC--estimated value of \$91,643. [REDACTED]

Long Range Plan

Management Staff prepared an abbreviated Long Range Plan in response to a DDA request for a uniform directorate plan. A portion of the plan is devoted to objectives to be reported on quarterly in action and milestones format. ODP selected five objectives; three of which are shared with other DA offices. [REDACTED]

1984 Terminal Requirements

The call for 1984 terminal requirements has been distributed and responses are due by COB 8 January 1982. This year's call was closely coordinated with the Customer Services Staff and should be easier for the users to complete. The description of the various terminals available was added and the request form was revised. [REDACTED]

Outstanding Advances

As of 9 December there are 45 outstanding advances, none of which are delinquent. [REDACTED]

October Project Activity Report (PAR)

The October PAR reports were distributed on 4 December. They were late because of problems with an input data set. The October report also contained copies of the FY-82 Rate Schedule. [REDACTED]

Training

On 1 through 4 December, I attended the DDA Trends and Highlights [REDACTED] The course provided an excellent review of the DDA formal organization, mission and functions, and significant current activities underway in each of the offices. [REDACTED]

Upcoming Events

25X1 [redacted] of Legislation Division, OGC has scheduled a
meeting on 14 December to discuss the possibility of obtaining a
legislative exemption to the Brooks Act, which governs ADP
procurement and management. Management Staff will represent
25X1 ODP. [redacted]

25X1

